## Non-Congregate Feeding

In the Summer Food Service Program (SP16-2014, SFSP 14-2014)

### What is Non-Congregate Feeding?

Under policy memo SP 16-2014, SFSP 14-2014, in situations of extreme heat, sponsors of the Summer Food Service Program, operating sites without temperature controlled alternative sites, may allow participants to take the meal off site for consumption.

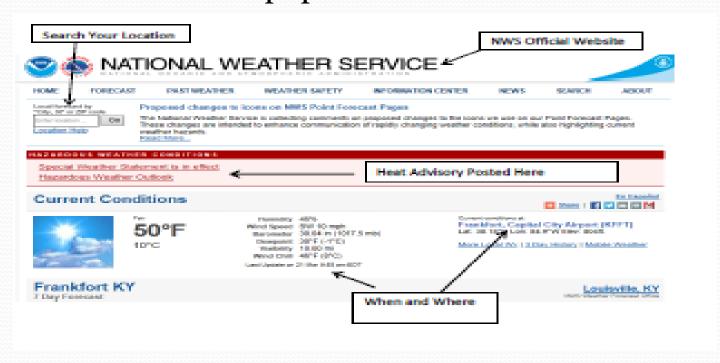


### What is "Extreme Heat?"

Extreme Heat is officially designated by the National Weather Service. Excessive Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch are all forms of "Extreme Heat" conditions.



On days when a sponsor implements non-congregate feeding in their approved sites, an official statement of the Extreme Heat needs to be displayed at the feeding site. The Sponsor is also required to keep official documentation of the Advisory with their SFSP paperwork.



# Are There Any Other Requirements?

Yes! In addition to the Extreme Heat Advisory documentation, the Sponsor must report, along with their monthly claim for reimbursement:

- The specific dates on which participants were permitted to take meals off site; and
- 2. The number of meals claimed that were taken off site for participants.

### Also...

- Be aware that you may need to plan for an alternate menu on these days. Non-Perishable foods will ensure the meal service will be conducted safely, even when meals are taken off site.
- Meal times may not be shortened or extended on days the area is experiencing excessive heat. The meal time approved by the state agency for each site must remain the same on those days.
- Sponsors may claim one meal per child per meal service on the days the area is experiencing extreme heat. Meals may not be provided to adults or to children who are not present at the site.
- Sponsors must apply for Non-Congregate feeding BEFORE the extreme heat occurs.

### How Do I Apply?

The Non-Congregate Application and Instruction is available on our website under "Program Administrative Forms."

#### Program Administrative Forms

- Agreement with a Public School District to Furnish Food
- Modified Income Application
- · Checklist of Records
- Contract with Food Service Management Company
- Closed Media Release
- Income Application
- · Mileage Record Forms
- · Monthly Inventory Control Sheet
- Open Media Release
- · Record Summary of Administrative Expenses
- Summer Program Planning Checklist
- Time Report for tracking hours worked in Summer Feeding
- Worksheet to calculate the cost of the food
  used.
- 2014 SFSP Statement of Authority
- Training Agenda
- · Procurement Procedures
- · Mobile Route Site Report Form
- Summary of Administrative Expenses
- Administrative Time Report
- Instruction and Application for Non-Congregate Feeding

#### There are 4 Pages

## Page 1: Instructions

Kentucky Department of Education

Division of School and Community Nutrition

Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat (Policy SP 24-2013 SFSP 10-2013 Revised)

#### Purpose:

Summer Food Service Program (SFSP) sponsors may request to participate in the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat. Reimbursable meals may continue to be offered and served by a sponsor operating as a non-congregate site during days when the area is experiencing excessive heat.

#### Application Procedure:

Applications of intent to participate in the Demonstration Project must be submitted and approved prior to implementation. Complete the attached application form (page 2) and submit to Kentucky Department of Education /School and Community Nutrition on or before May 14, 2014. As applications to participate in the Demonstration Project are approved, the sponsor will receive an email indicating the approval.

#### Participation Requirements:

Approved outdoor SFSP sites must comply with the congregate meal requirements on all other days of operation. Requirements pertaining to the number and type of meals that may be served each day continue to apply and sponsors must continue to provide all required components of a reimbursable meal. Because meals will be consumed off site and possibly at a later time during the day, sponsors should carefully consider all food safety issues and risks. Only one meal may be provided to each child present at the meal site. Meals may not be provided to adults or other children to take to children not present at the site. All meal counting, claiming and state and sponsor monitoring and oversight requirements continue to apply.

Sponsors will continue to enter all monthly claims for reimbursement in CNIPS. In addition, the days using the Demonstration Project for excessive heat and serving non-congregate meals sponsors must:

- Maintain documentation on site of screen shots from the National Weather Service website for the
  specific days the demonstration project was implemented. (page 4) View warnings and or alerts on the
  National Weather Service website. Screen shots must be printed and saved from the specific day of the
  heat advisory or heat warning as screen shots with warnings or advisories cannot be acquired
  retroactively. Maintain copies of these warnings in the Sponsor office as well.
- Submit the attached Demonstration Project Claim Information form (page 3) to KDE/SCN along with each monthly claim submitted in CNIPS, if the Demonstration Project was implemented and noncongregate meals were served.
  - The Specific sites and dates for which participants were permitted to take meals off site.
  - The number of meals claimed (by site and date) that were taken off site by participants.

Page 2: Application All Eligible
Sites the Sponsor Wishes to
Include Must be Listed . If a Site is
Not Pre-Approved, it cannot
participate.

Excessive Heat Demonstra	tion Project-Spr sor Application
Sponsor Name:	
CNIPS #	
List the SFSP Sites that may participate	e in the Demonstration Project experiencing
excessive heat (additional site listings	ay be attached.)
Site Name	Site CNIPS #
program to ensure proper operation of the program Signature of Authorized Individual	
Print Name and Title	
Return this completed and signed Excessive Heat D	amonstration Project Anniscation by May 14, 2014 to:
Kentucky Department of Education/School and Co	
Attention: Kayla Meadows	
Attention: Kayla Meadows	
Attention: Kayla Meadows 500 Mero Street 23 <sup>rd</sup> Floor	
Attention: Kayla Meadows 500 Mero Street 23 <sup>nd</sup> Floor Frankfort, KY 40601	
Attention: Kayla Meadows 500 Mero Street 23 <sup>rd</sup> Floor Frankfort, KY 40601 OR	

#### Page 3: Claim Information Form

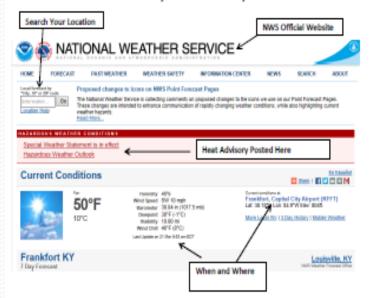
3			
Excessive Heat Demonstration Project-Sponsor Claim Information Form			
Along with the claim for reimburs KDE/SCN	ement made in CNIPS, submit the fo	ollowing additional claim details to	
Sponsor Name:			
CNIPS #			
(Additional Site Listings May Be Attached)			
Site Name and CNIP Site #	Date (s) of Excessive Heat	Total Number of Non-Congregate Meals Served for Site	
Claim information submitted by: Date:			
Return this completed Claim Information Form to:			
Kentucky Department of Education/School and Community Nutrition			
Attention: Kayla Meadows			
500 Mero Street 23 <sup>rd</sup> Floor			
Frankfort, KY 40601			
OR			
Fax to: 502-564-5519 Attention Kayla Meadows			
OR			
Scan and Email to kayla.meadows@education.ky.gov			

### Page 4: Heat Advisory Documentation Example

Supporting Documentation Example:

Documentation must be posted at the site AND a copy must be maintained at the Sponsor Office.

#### DUE TO EXTREME HEAT ADVISORY, FOR TODAY ONLY, MEALS MAY BE TAKEN OFF SITE



# Applications for Non-Congregate Feeding are Due May 14, 2014

Questions?

Call Cyndi Willmarth 502-564-5625 Extension: 4911

Or Email

Cyndi.willmarth@education.ky.gov

Thank you!

